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OGC HAS REVIEWED.

PROPOSED ADMINISTRATIVE INSTRUCTION

SUBJECT: EMPLOYMENT OF CONSULTANTS AND EXPERTS

1. Effective this date, all consultants and experts whether per diem, WAB or WOC, will be processed for appointment and the necessary security clearance in the same manner as regular employees. In the submission of a request for a Personal Service Contract to the proper Personnel Division, there will be included information as to the length of time the individual will be used, whether on a one-time or intermittent basis and the estimated number of hours or days per week required, whether in CIA buildings or at other work locations, and any other pertinent factors at variance with the normal services of a regular employee. Such information should be attached to only the administrative copies of each Contract.

2. When first reporting for duty under the approved Contract, the individual will be routed to the appropriate Personnel Division for the completion of the employment action.

3. Time and Attendance Reports submitted for payment for services of the expert or consultant must reflect actual hours worked, as well as carry a certification by the Chief of the Division supervising the expert or consultant. Appropriate supervision must be exercised over the use of these employees to insure that their services are being utilized in accordance with Agency regulations.

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4. In order to insure conformity with existing laws, the following certification will be signed by the expert or consultant on the reverse of the Time and Attendance Report:

"I certify that on the days covered by this report, during which I was employed by CIA, I have not received nor will I claim compensation from any other Government Agency, unless otherwise noted."

5. All outstanding contract employee's appointments will be reviewed by the Personnel Divisions as of 30 June and 31 December. Recommendation for renewal or cancellation will be requested of the appropriate Assistant Director or Staff Chief.

6. Upon determination that a contract employee's services are no longer required, the Assistant Director or Staff Chief concerned will notify the Personnel Division to initiate the proper Final Payment Clearance Sheet and present written notification to the contract employee of effective date of termination. Any outstanding indebtedness to the Agency will be referred to the appropriate office for settlement prior to processing of the termination action.

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